



SUBJECT: EVOLVE Educational Visits Planning System

RECIPIENTS: Lincolnshire Schools

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REF: HSB 148A

What is EVOLVE?

EVOLVE is an online system for the planning, approval and management of educational visits, sports fixtures and extra-curricular activities.



Benefits of EVOLVE?

EVOLVE is proven to reduce paperwork, simplify procedures, support the planning of risk management arrangements, produce self-review and inspection preparation data, and improve staff confidence in that they automatically follow both employer and National Guidelines.

When to use EVOLVE?

It is recommended that all visits are recorded and approved via EVOLVE as this reduces bureaucracy and ensures that a robust audit trail exists. For maintained schools: Adventurous Activities and all visits that are Residential or Overseas must be approved by the LA via EVOLVE. Academies are recommended to consult their employer's policy and either buy back the EduVisits service or have procedures that are equally robust.

How to use EVOLVE?

Lincolnshire County Council has contracted Nottingham City Council's Sport, Outdoor Learning, Life Skills, Adventure and Risk Management (SOLAR) Service to provide expert advice and guidance on the planning of educational visits and use of EVOLVE.

Training

EVOLVE staff are running a training session (become an EVOLVE Education Visit Coordinator) for LCC Children's Services staff (at Myle Cross, Lincoln) on 12-1-20. There is no cost, but places are very limited. For further details please contact Sally.spencer@lincolnshire.gov.uk

If you do not already have access to EVOLVE, or need further support using the service, please use the contact details below.

If you require further assistance or clarification on the subject please contact:

Sport, Outdoor Learning, Life Skills, Adventure and Risk Management (SOLAR) Service, Nottingham City Council
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